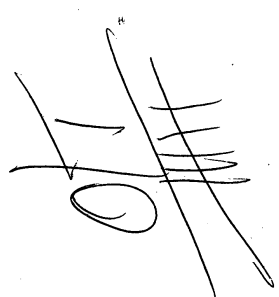


<u>COMPONENT</u>	<u>ACTION</u>	<u>REMARKS</u>
ODDA	<ol style="list-style-type: none"><li>1. Address what changes will occur and what affect these changes will have on the traditional support structure and how we should be organized to handle these changes.</li><li>2. Look into revitalizing OS top management.</li><li>3. Explore ways to absorb increases/surges and the feasibility of a surge/crisis response center. Also explore the possibility of forming a DA TDY standby complement for surge and underlaps.</li><li>4. Forecast/analyze impact of NRO activities on admin support.</li></ol>	
CMO	<ol style="list-style-type: none"><li>1. Reestablish the support segment of the CT Program.</li><li>2. Encourage rotations both within the Directorate Offices and with other Directorates at the GS07 to 09 levels.</li><li>3. Establish a mid-level training course for the DDA similar to that of the DDS&amp;T Career Development Course at the GS 12-14 level.</li></ol>	
SSA	<ol style="list-style-type: none"><li>1. Investigate the need for regional support bases (also explore expanding OC regional bases to other things OS-OF-OL).</li><li>2. Explore a centralized DA-wide data base for support to overseas stations.</li><li>3. Develop for OSAs (in coordination with the CMO):<ul style="list-style-type: none"><li>- Specific tailor-made training program</li><li>- Rotational assignments to DA offices</li><li>- Establish a quota (1-5) positions on competitive basis convert to DA career.</li></ul></li></ol>	

COMPONENT

ACTION

REMARKS

SSA (continued)

25X1

All Offices  
and Staffs

1. Review response to field request.
  - Reduce lead times
  - Improve the quality of support
2. Review all customer support.
  - Reduce processing time and unnecessary paperwork
3. Review field administrative reporting to revalidate need.
4. Surge response
  - Pre-identify crisis manager w/decision making authority
  - Maintain an annuitant skills bank
  - Establish a reserve pool of part-time cleared clerical personnel available for WAE contract work (primarily staff dependents)
  - Prepare a manual based on actual experiences of how to and how not to manage a crisis situation.

<u>COMPONENT</u>	<u>ACTION</u>	<u>REMARKS</u>
Joint OS, OMS	<ol style="list-style-type: none"> <li>1. Focus on change in type of person we are getting as new employees and define the impact on our current operating mode.</li> <li>2. More integrated data bases to avoid duplicate postings and records.</li> <li>3. Develop gainful use for non-cleared employees awaiting clearances.</li> </ol>	
OMS	<ol style="list-style-type: none"> <li>1. Explore gym for new building.</li> <li>2. Improve public image of the Office--make employees feel they are there to help--encourage people to use OMS services.</li> <li>3. Expand medical services to extent feasible without increasing funds.</li> <li>4. PSD mini-assessment of spouses for flexibility and willingness to cope with demands of Agency careers.</li> <li>5. Psychological assessments--we should do more across-the-board and also encourage their use.</li> <li>6. Explore corporate membership at local handball-racquetball court.</li> </ol>	
ODP	<ol style="list-style-type: none"> <li>1. Data archiving for storage and backup.</li> <li>2. Scientific computing center or capability and computer graphics.</li> <li>3. Improve capability to support user applications software development.</li> <li>4. Enhance the interoperability of Admin Systems.</li> <li>5. Implement connectivity between word processors and VM.</li> </ol>	

<u>COMPONENT</u>	<u>ACTION</u>	<u>REMARKS</u>
OS	<ol style="list-style-type: none"> <li>1. Revitalize and strengthen the security responsibility and awareness of our employees, i.e. - the Security awareness program?</li> <li>2. New computer security initiative.</li> <li>3. Polygraph expansion - NOW. <ul style="list-style-type: none"> <li>- Catch up with current backlogs, RIP, Industrial, etc..</li> </ul> </li> <li>4. Plan to deal with leaks.</li> <li>5. Focus on people problems - with a shift in mores, shift to different kind of problems - need more judgmental considerations.</li> <li>6. Need to address terrorism and the generic protection of people and sites overseas.</li> <li>7. Implement near-term computer security goals (with ODP).</li> </ol>	Publicize security cases and penalties assessed.
OTE	<ol style="list-style-type: none"> <li>1. Focus on future changes in management training - do a study of the role of the automated office manager and the changing role of the clerical.</li> <li>2. As mix of Agency personnel changes, need change in mix of Agency training - not more training.</li> <li>3. Develop packages which can be self-taught on VM.</li> <li>4. Explore feasibility of contracting out blocks of automation training.</li> <li>5. Explore feasibility of doing some language training overseas and expanding the use of language study abroad.</li> <li>6. Expand language training and CAI.</li> <li>7. Role of retraining employees for new jobs.</li> </ol>	

COMPONENT

ACTION

REMARKS

OL

1.
2. Improve space utilization and interior furnishings and architecture.
3. Work with OMS on jogging trail/physical fitness facilities.
4. Explore doing away with the Fine Arts Commission and establish Agency Commission with reps from each Directorate to set decor, etc.
5. Explore a new Agency furniture policy which includes the automated office.
6.
7. Improve transportation and storage.
8. Automated publication facilities (with ODP - tie in ETECS and VM and SAFE).
9.
10.

25X1

25X1

25X1

OC

1. Beyond Recap Program - ?
2. Explore contract with Wang for Wang contractor reps and service center in each major geographical area.
3. Develop lightweight shielding material.

OIS

1. Update - reestablish the Agency's Vital Records Program to include all modes of information storage, i.e., magnetic tape, paper, disk, etc.
2. Electronic records archiving and storage (with ODP).